**Westgate Primary School** **Pupil Support Committee**

**Agenda for Meeting to be held on Thursday 30th March, 6pm at Westgate**

* **Pupil support -** responsible for behaviour, safeguarding, attendance, children’s spiritual, moral, social and cultural development, children, parent and staff voice, equality and diversity, extra-curricular activities, cluster and other partnerships.

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|  | **Item** | **Action** |
| **1** | **Apologies and Welcome**  **Attendance**  Present: Helen Carpenter, Victoria Mirfield (Chair), Louise Shackleton, Sally Clough (minutes), Ray Smith, Mathew Fortune. |  |
| **2** | **Minutes and matters arising from the last minutes**   * Has LS completed SG training? Yes * HC to report back about checking website up to date? Yes   LS has done some additional training in SEND and can share the slides that may be of interest.  HC confirmed the website check was completed at half term. There is a checklist to go through to make sure the documentation is up to date and online. It was noted it is usually policies from the governing committees and end of year stats in July that require regular updating.  Minutes were accepted as an accurate record and all the actions were closed. It was confirmed that the Health Eating Policy that had been scheduled for this meeting does not need to be reviewed until October 2023. | **LS** |
| **3** | **Policy Reviews**   * SEND Policy - Policy approved. Reviewed annually.   Small inconsistencies in SEND vs SEN were updated.  A query was raised about the use of terms used in the policies in general including should/shall/could/may. HC noted nothing formal is referred to. It was suggested that ‘shall’ could be used in place of ‘should always’ to indicate a requirement and ‘should’ to indicate a recommendation.  In addition to the policy, a template Individual Provision Map (IPM) was reviewed. HC gave some background to the changes and explained that up until last year the SEND policy used to contain the short-term targets and progress in a learning passport, which was updated termly. The learning passports were also used alongside assessments and external agency reports such as physio or psychology. This year that has been replaced with the IPM which presents a summary and hyper linked documents to the assessments and the latest external guidance. These could particularly be used for new teachers or those unfamiliar with a certain learning need.  The form has moved away from short term targets and is now focussed on what the child's strengths and needs. It documents the universal provision – what staff do all the time that is an inclusive approach and additional provision.  Longer term outcomes could include wanting children to be confident writers or confident in social situations.  Parents are asked to give their views on the form and then they will have a review meeting. Every member of staff can access the forms from SharePoint. At beginning of the year, teachers will add strengths and provision then Marie Colannino reviews all the documents to ensure documentation is thorough.  Initial feedback has been very positive from staff in reducing workload and being more efficient. Previously, parents evening and SEN review meetings could fall close together but the scheduling of these has also changed to allow a meeting every half term of either parents evening or review. Feedback from parents is also positive and at the end of the year school will be gathering more detailed feedback.  In a query to how this would support supply teachers, HC advised she would go through any documentation of children with SEND provision and teaching assistants are also able to mediate the new staff.   * Admissions (Nursery) - Approved   This is a Model policy from Leeds which largely mirrors reception admissions.  The only small change that had been made to the latest version was a wording update to reflect flexibility in the offer is no longer new.   * First Aid – Approved following changes in the meeting   A discussion about whether the defibrillator on school site should be added resulted in a paragraph being added.  **Action:** Add defibrillator to site inspection for KS2 site. HC to follow up with the superintendent and school business manager about the frequency of checking the pads and batteries.  Small amendments to wording were made eg ‘playground’ was removed to make the place of injury more generic.  VM confirmed that staff emergency next of kin details are up to date if a serious accident to staff were to require them to be informed.  HC confirmed a nominated first aider regularly checks the first aid kit and if anyone uses equipment, they should inform the first aider.  The procedure for storing epi pens for children with allergies was mentioned. HS explained that separate boxes with a photo of the child who owns the epi pen on the box would be used but that no children in school currently have this requirement. Staff are happy to administer when required and have all had the training. When children who may need it in case of anaphylaxis, training is updated for teachers as the child moves classes. do.  It was also mentioned that the medical management policy would detail procedures for when someone has a pacemaker. This is a current situation in school and advice is reiterated as the child moves through school.   * Safeguarding Supervision – Approved.   No changes have been made to the policy. HC noted that supervision has been included in the guidance and support (G&S) meetings at the cluster.  In school, HC and Marie Colannino are the only staff this currently applies to and meet for supervision to discuss which children may be presenting risk factors, ask if additional activity needs to happen and agree any actions.  ‘G&S’ meet every half term family cluster of schools to look at referrals for cluster services eg school counselling, parent advisor support and decide whether it’s the most appropriate service. HC explained that in some instances, there is more that can be done in school before referral.  A new schedule has been introduced to these meetings where at every other one, the designated safeguarding lead stays for a supervision session. All leads bring a case and pair off to discuss the case and receive/give supervision. There have been 2 of these so far and they seem to work well. It was noted that supervision time is hard to fit in and VM commented on the difference compared to a couple of year ago is noticeably more robust.  HC explained that this practice that has come into education from social care and that it came into Leeds as a result of a serious case review where a death or near death would have been preventable if a supervision policy had been in place. Paperwork on safeguarding is currently in a locked cupboard in Helen’s room but from next term, management of safeguarding reporting will be moving to a secure online system. It was noted that there is a considerable cost in the region of £900/yr but this is recommended from Leeds and should improve security and efficiency of record keeping.   * WOOSH (out of school club) - Approved   There was a discussion about the management of staff for the number of children that require WOOSH on a weekly basis and HC feels levels are right. As soon as children are collected staff can leave as appropriate for the ratio of supervision.  Prices for WOOSH will increase at rate of inflation to help cover the costs of food, utility, general wear and tear and staffing.  A section on what to do if parents do not turn up on time to collect children was added to the policy. This included that the child would stay at school with a staff member, that contact would be attempted with the parent and if no contact could be made then the police (101) would be contacted. | **HC** |
| **4** | **SEND Update**   * + Ensure that the school website includes an up to date statement of the school offer, which has been approved by the governing board. - HC confirmed updated.   + Determine if school accesses additional (external) support, including through the Cluster or Area Inclusion Partnership? - As discussed in safeguarding above.   + Consider the appropriateness of curriculum planning and how this reflects the needs of pupils. - Noted above in children's IPMs in inclusive whole provision and additional support.   + Update on SEND register- numbers, need etc – These are specified in the SEND report provided by Marie Colannino.   + Confirmation of any FFI/ EHCP reviews that have taken place – Itemised in the SEND report from MC.   LS has met with MC and the provision is very good. It was noted that the numbers of children are higher than usual but within an expected range.  It is noted that the level of need in reception is extremely challenging and they currently receive the most amount of funding of any class.  Timetabling of staff is a huge job to make sure the physical space is suitable. HC explained that when the children move into Y1 this should be resolved to some extent as KS1 is a smaller space and children move through the day together compared to the number of possible different stations in reception. There will be up to 4 additional adults after Easter to help 9 children with very significant needs. |  |
| **5** | **Child Protection/Safeguarding Update**   * Is the child protection compliance return on track to be completed by June 2023? - HC got an email from Leeds after VM’s safeguarding visit and school is expecting an online form to complete after Easter holidays. * Report of Safeguarding Governor visit to school 07/03/23 - VM emailed.   VM highlighted the cost of the online safeguarding system that will be implemented and that she talks to Amy Bleasdale in the office as they are in charge of the single central record for DBS checks.  HC updated that there were no open cases but 2 referrals have been made. 1 has been assessed as no further action required and 1 is awaiting a response. HC to chase update.  **Actions:**  Online check of filter logs, to be actioned at Summer Term SG Gov visit (VM).  To chase outcome of referral (HC). | **VM**  **HC** |
| **6** | Equalities Update  From Joanne Hattersley. There is a 3-year equalities action plan (2021-2024). The group meet termly.  At the recent meeting, they reviewed curriculum, leadership days, SLT focussed on mapping on EDI themes across curriculum, staff meeting time and subject leaders looked at curriculum. Black history month last October was based on a theme or person. There is a 3 year rolling programme of equality and diversity weeks. Last year this was ‘Anyone can’ which aimed to challenge gender stereo types and activities were coordinated by the working party.  One example was a ‘What’s my line’ where 3 people came in plain clothes and could answer yes / no questions. Children could guess their role, and then they came back in with their uniforms and props. Children learned about different jobs.  Last term the group reviewed the impact of the ‘Anyone can’ day, launched peer mediators (children trained to resolve small issues at playtimes, trained by JH and Caroline Eley) and children led an assembly.  Planning and organising the next diversity week focussed on disability. This will be incorporated into health and wellbeing week. A new initiative is now in place to have equality reps on the school council to feed back to the equality group. |  |
| **7** | **School Council Update**  School Council have:   * Continued to work on things that came up on introduction of mindmate ambassadors. * Helped Ms Hopkins review the computing curriculum and software to try * Met with governors in March * Raised money for comic relief * Have chosen the Theme for carnival – Circus/Greatest show * 2 children have been elected as equality reps and will have fed back this morning to the equalities group   New suggestions for consideration have included:   * Could children bring smaller bags * Movie night at WOOSH * No school uniform * Juice on special occasions * Reception to have photos with their Year 6 buddies   Next term:  Will be reviewing the PE and Spanish curriculum |  |
| **8** | **Climate Change and Westgate Update**  Eco team and HC attended an online presentation event nominated for sustainable school travel which was set up as an event in the mezzanine. Westgate have been named School of the Year for Leeds. Round of applause for the team! |  |
| **9** | **Attendance Update**   * SC – Attendance visit 3/2/23 - [report](https://westgateprimary.sharepoint.com/:w:/s/FullGoverningBody/ETSBHjtjfJVGlDUDtivmQlkBKvroAFTDB9-BK2DgUV4WJA?e=UvoUUB)   Attendance continues to be good. Improvement letters have been updated with parent feedback and a suggestion to collect KS2 mobiles of children who bring mobiles to school has been implemented.  No further questions or comments from the report |  |
| **10** | **Any other business**   * Do school lunches and milk provision comply with DfE standards? HC confirmed that they do. WOOSH also now have a 3 week rolling menu that complies with school standards and is working well. * Complaints? HC has sent the complaints policy to a parent following response to an incident that occurred outside of school but was reported to school (in school hours) but has not received a formal complaint as yet.   A query was raised about how effective the request for parents not to contact teachers out of hours was. HC confirmed this was a small number and that complaints generally are rate and that this one was reported in school time.   * Any child/staff/parent/carer surveys planned or results to feedback? HC confirmed the travel survey has gone out to parents this week and the main parent survey will be circulated next term. The survey is online and there is entry to a prize draw offered for completion and usually gets good response rates. * Website, is everything in place? Yes. * Cluster update. - New cluster development manager since last April. The systems improvements have really helped, recruited a part time school councillor. New parent support advisor started in Jan and has been very proactive to speak to staff and talk about case load picked up from the previous post holder. They will be coming to shadow Caroline Eley for half a day. * Governor Visits arranged as below:   Attendance 17/5/23  Safeguarding 16/5/23  Ray to visit to look at changes to the EY outdoor play area since the last inspection. 26/4/23  LS to arrange meeting with MC separately. | **LS** |
| **11** | **Date & Time of next meeting**  Suggest: Thursday 8th June 6pm-7:30 – in school. |  |